

THE TULALIP TRIBES
TGO/QCC/BINGO
Job Description

JOB TITLE: Keno Writer/Runner

POSITION NUMBER: ON GOING

NOTE: Sections in the box are minimum requirements that all applicants must have to be considered for this position. These requirements must be stated on your application form to be considered for this position.

The Tulalip Tribes publicly announces that Indian Preference in hiring shall apply to Tulalip Tribal job opportunities.

EDUCATION:

- ☐ High School Diploma or GED equivalent preferred.
- *If applicant does not meet education requirement, employer will allow 6 months from date of hire to meet this job requirement, as a condition of employment.

SKILLS:

- ☐ Must have good math skills. (**Test required**)
- ☐ Must have good oral and written communication skills.
- ☐ Must have an outgoing and friendly attitude.

EXPERIENCE:

- ☐ Minimum of six (6) months cash handling experience.
- ☐ Minimum of six (6) months customer relations experience.

OTHER REQUIREMENTS:

- ☐ Will be responsible for the deliverance of the highest level of customer service to guests, VIP's and co-workers.
- ☐ Must attend mandatory guest service training.
- ☐ Must be flexible to work both Casino sites, the "New" Tulalip Casino and the Quil Ceda Creek Casino.
- ☐ Must be available to work any shift assigned to include days, swing, grave, weekends, and/or holidays.
- ☐ Must successfully complete and pass a National Indian Gaming Commission background investigation.
- ☐ Must be able to obtain a Class III certification, and be licensed, with the Washington State Gambling Commission and the Tulalip Tribal Gaming Agency.
- ☐ Must have a successful employment history with the Tulalip Tribes and/or other employers.

Physical Characteristics and/or Prerequisites:

- ☐ Stamina to stand and/or walk for extended periods of time.
- ☐ Tolerance to work in a smoke filled environment.
- ☐ Manual and finger dexterity to perform routine paperwork, computer keyboarding, money handling, tickets, and gaming chips.
- ☐ Strength to lift objects weighing up to 25 pounds on occasional basis.
- ☐ Mobility to climb stairs, bend and/or stoop on an occasional basis.
- ☐ Tolerance to work with angry or upset customers.

Tribal Department: Keno Department

Employee Classification: Non-exempt

Job Summary: Performs Keno Writer/Runner duties according to established policy, procedures, regulations, and internal controls, promotes positive customer relations. Accurately and quickly handles a variety of money transactions.

Employee Reports To: Keno Supervisor

Extent of Job Authority: Responsible to sell gaming tickets in accordance with department policies and procedures.

Specific Duties Performed:

1. Explain the Keno games to the customers.
2. Calls and verifies game draws.
3. Sells Keno gaming tickets to customers in accordance with departmental procedures.
4. Handles customer transactions for sales and payoffs of winning tickets.
5. Maintains operations of the Keno ticketing machines, and notifies appropriate staff persons or supervisor of machine malfunctions.
6. Ensures the safety of all cash entrusted to them.

7. Performs all cashier functions
8. No signature ability.
9. Performs other duties as assigned.

Terms of Employment: This is a Regular Full-time position requiring 40 hours per week or 2080 hours per year.

Pay Range: \$11.53 per hour

Opening Date: ON GOING

Closing Date:

Please return your completed application to the Tulalip Casino Receptionist by the closing date and time.

*** Required documents must be submitted prior to interviewing.**